

**Michigan Supreme Court  
State Court Administrative Office  
309 N. Washington Square, P.O. Box 30048  
Lansing, Michigan 48909  
(517) 373-2222 TEL  
(517) 373-2112 FAX  
Email [Ferryj@Jud.state.mi.us](mailto:Ferryj@Jud.state.mi.us)  
John D. Ferry, Jr., State Court Administrator**

## **M E M O R A N D U M**

**DATE:**           **October 5, 1999**

**TO:**             **Chief Judges and Court Administrators**

**FROM:**          **John D. Ferry, Jr.**

**SUBJ:**           **Administrative Policy Memorandum 1999-11;  
Statewide School Safety Information Policy**

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On July 6, 1999, Governor Engler signed 1999 Public Act 102 into law. The Act amends the Revised School Code and directs the Superintendent of Public Instruction, the Attorney General, and the Director of the Department of State Police to adopt, publish, and distribute a Statewide School Information Policy to school boards, county prosecutors, and local law enforcement agencies.

The School Information Policy intends to establish a coordinated process for sharing school safety information regarding violent and potentially violent students and situations. The School Information Policy requires the involvement of school districts, county prosecutors, and local law enforcement agencies to meet and confer on implementation of the School Information Policy.

Courts are not required to participate in implementing the School Information Policy. However, courts are required to:

- inform school administrators of the name of an individual assigned to monitor a convicted or adjudicated youth attending a public school
- indicate how the individual assigned to monitor a convicted or adjudicated youth may be contacted

The School Information Policy recommends that chief circuit and/or district judges, including a representative of the family division of circuit court, participate in local meetings to confer on implementation of the policy to develop a reporting protocol.

Information regarding implementation of the School Information Policy has been sent to school administrators, county prosecutors, and local law enforcement officials. The information sent is

**Chief Judges and Court Administrators**  
**Administrative Policy Memorandum 1999-11; Statewide School Safety Information Policy**  
**October 5, 1999**  
**Page 2**

attached for your information, including the introductory letter, a copy of PA 102, a copy of the School Information Policy, a sample local agreement, and a School Safety Response Guide.

Chief judges are encouraged to participate or designate a representative to meet with local officials in developing local agreements.

Please contact James Covault or William Newhouse at (517) 373-7496 if you have questions regarding local implementation of the School Information Policy.

attachments

cc: Court Administrators  
Regional Administrators  
James Covault  
William Newhouse

STATE OF MICHIGAN  
**90TH** LEGISLATURE  
 REGULAR SESSION OF 1999

**Introduced by Reps. Bisbee, Birkholz, Sanborn, Jellema, Caul, Richardville, Julian, DeRossett, Law, Tabor, Mead, Kukuk, Cameron Brown, Pumford, Jelinek, Mortimer, LaSata, Gilbert, Hager, Rick Johnson, Bishop, Rocca, Kuipers, Ehardt, Allen, Shulman, Hart, Garcia, Faunce, Koetje, Toy, Patterson, Woronchak, DeVuyt, Van Woerkom, Jansen, Pappageorge, Stamas, Shackleton, Bradstreet, DeWeese, Voorhees, Kowall, Scranton, Richner, Green, Raczkowski and Cassis**

## **ENROLLED HOUSE BILL No. 4240**

AN ACT to amend 1976 PA **451**, entitled "An act to provide a system of public instruction and elementary and secondary schools; to revise, consolidate, and clarify the laws relating to elementary and secondary education; to provide for the organization, regulation, and maintenance of schools, school districts, public school academies, and intermediate school districts; to prescribe rights, powers, duties, and privileges of schools, school districts, public school academies, and intermediate school districts; to provide for the regulation of school teachers and certain other school employees; to provide for school elections and to prescribe powers and duties with respect thereto; to provide for the levy and collection of taxes; to provide for the borrowing of money and issuance of bonds and other evidences of indebtedness; to establish a fund and provide for expenditures from that fund; to provide for and prescribe the powers and duties of certain state departments, the state board of education, and certain other boards and officials; to provide for **licensure** of boarding schools; to prescribe penalties; and to repeal acts and parts of acts," (MCL 380.1 to 380.1852) by adding sections **1308**, **1310**, and **1310a**.

*The People of the State of Michigan enact:*

Sec. 1308. (1) Not later than 90 days after the effective date of this section, the **superintendent** of public instruction, attorney general, and director of the department of state police shall adopt, publish, and distribute to school boards, county prosecutors, and local law enforcement agencies the statewide school safety information policy described in subsection (2). Not later than 180 days after the effective date of this section, each school board, county prosecutor, and local law enforcement agency shall do both of the following:

(a) Meet and confer as appropriate on the implementation of the statewide school safety information policy for each school district and on any related issues that are unique to the affected locality. The appropriate local law enforcement agency or agencies to be involved shall be determined locally, consistent with the statewide school safety information policy.

(b) Begin compliance with the statewide school safety information policy.

(2) The statewide school safety information policy required under subsection (1) **shall** identify the types of incidents occurring at school that must be reported to law enforcement agencies and shall establish procedures to be followed when such an incident occurs at school. The statewide school safety information **policy** also may address procedures for reporting incidents involving possession of a dangerous weapon as required under section 1313. The statewide school safety information policy shall address at least all of the following:

(a) Law enforcement protocols and priorities for the reporting process. The law enforcement protocols must be developed with the cooperation of the appropriate state or local law enforcement agency. The law enforcement priorities

shall include at least investigation of reported incidents, identification of those involved in a reported incident, assistance in prevention of these types of incidents, and, when appropriate, assistance from a child protection agency.

(b) Definition of the types of incidents requiring reporting to law enforcement and response by law enforcement, taking into account the intent of the actor and the circumstances surrounding the incident.

(c) Protocols for responding to reportable incidents, addressing at least all of the following:

(i) Initial notification and reporting by school officials.

(ii) The information to be provided by school officials.

(iii) Initial response by law enforcement agencies, which shall be specifically tailored for incidents in progress, incidents not in progress, and incidents involving delayed reporting. School officials shall be consulted to determine the extent of law enforcement involvement required by the situation.

(iv) Custody of actors.

(d) The amount and nature of assistance to be provided by school officials, and the scope of their involvement in law enforcement procedures. This provision shall require school officials to notify the parent or legal guardian of a minor pupil who is a victim or witness when law enforcement authorities interview the pupil.

(e) Any other matters that will facilitate reporting of incidents affecting school safety and the exchange of other information affecting school safety.

(3) If school officials of a school district determine that an incident has occurred at school that is required to be reported to law enforcement agencies according to the statewide school safety information policy under this section, the superintendent of the school district, or his or her designee, immediately shall report that finding to the appropriate state or local law enforcement agency in the manner prescribed in the statewide school safety information policy.

(4) If provided in the statewide school safety information policy under this section, a local law enforcement agency that has jurisdiction over a school building of a school district shall report to the school officials of the school building incidents reported to the law enforcement agency that allege the commission of a crime and that, according to the incident report, either occurred on school property or within 1,000 feet of the school property or involved a pupil or staff member of the school as a victim or alleged perpetrator. Upon request by a law enforcement agency, school officials shall provide the law enforcement agency with any information the law enforcement agency determines it needs to provide this report to school officials.

(5) If provided in the statewide school safety information policy under this section, the prosecuting attorney of a county shall notify a school district located in whole or in part in that county of any criminal or juvenile court action initiated or taken against a pupil of the school district, including, but not limited to, convictions, adjudications, and dispositions. This notification shall be made to either the school district superintendent or to the intermediate superintendent of the intermediate school district in which the county is located, as provided in the policy or by local agreement. If the notification is made to the intermediate superintendent, the intermediate superintendent shall forward the information to the superintendent of the school district in which the pupil is enrolled. Upon receipt of information under this subsection, a school district superintendent shall share the information with appropriate school building personnel. The prosecuting attorney may inquire of each school age individual involved in a court action described in this subsection whether the individual is a pupil in a school district and, if so, in which school district.

(6) If provided for in the statewide school safety information policy under this section, the appropriate court shall inform an appropriate school administrator of the name of the individual assigned to monitor a convicted or adjudicated youth attending a public school and of how that individual may be contacted.

(7) A school board, county prosecutor, and local law enforcement agency may enter into a local agreement or take other measures to facilitate the sharing of school safety information or to promote school safety if the agreement or other measures are consistent with the statewide school safety information policy.

(8) A school board shall cooperate with local law enforcement agencies to ensure that detailed and accurate building plans, blueprints, and site plans, as appropriate, for each school building operated by the school board are provided to the appropriate local law enforcement agency.

(9) Reporting of information by a school district or school personnel under this section is subject to section 444 of subpart 4 of part C of the general education provisions act, Title IV of Public Law 90-247, 20 U.S.C. 1232g, commonly referred to as the family educational rights and privacy act of 1974.

(10) If a pupil is involved in an incident reported to law enforcement according to the statewide school safety information policy under this section, then upon request by school officials, the pupil's parent or legal guardian shall execute any waivers or consents necessary to allow school officials access to school, court, or other pertinent records of the pupil concerning the incident and action taken as a result of the incident.

(11) As used in this section:

(a) "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

(b) "School board" and "school district" mean those terms as defined in section 1311a.

Sec. 1310. (1) If a pupil enrolled in grade 6 or above commits a physical assault at school against another pupil and the physical assault is reported to the school board, school district superintendent, or building principal, the school board shall expel the pupil from the school district for up to 180 school days. A district superintendent or building principal who receives a report described in this subsection shall forward the report to the school board. Notwithstanding section 1147, a school district is not required to allow an individual expelled from another school district under this section to attend school in the school district during the expulsion.

(2) If an individual is expelled pursuant to this section, it is the responsibility of that individual and of his or her parent or legal guardian to locate a suitable educational program and to enroll the individual in such a program during the expulsion. The office for safe schools in the department shall compile information on and catalog existing alternative education programs or schools and nonpublic schools that may be open to enrollment of individuals expelled under this section and pursuant to section 1311(2) or 1311a, and shall periodically distribute this information to school districts for distribution to expelled individuals. A school board that establishes an alternative education program or school described in this subsection shall notify the office for safe schools about the program or school and the types of pupils it serves. The office for safe schools also shall work with and provide technical assistance to school districts, authorizing bodies for public school academies, and other interested parties in developing these types of alternative education programs or schools in geographic areas that are not being served.

(3) As used in this section:

(a) "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

(b) "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

(c) "School board" means a school board, intermediate school board, or the board of directors of a public school academy.

(d) "School district" means a school district, a local act school district, an intermediate school district, or a public school academy.

Sec. 1310a. (1) At least annually, each school board shall prepare and submit to the superintendent of public instruction, in the form and manner prescribed by the superintendent of public instruction, a report stating the number of pupils expelled from the school district during the immediately preceding school year, with a brief description of the incident that caused each expulsion.

(2) In order to obtain an accurate local and statewide picture of school crime and to develop the partnerships necessary to plan and implement school safety programs, at least annually, each school board shall report to the superintendent of public instruction, in the form and manner prescribed by the superintendent of public instruction, incidents of crime occurring at school within the school district. In determining the form and manner of this report, the superintendent of public instruction shall consult with local and intermediate school districts and law enforcement officials. The reporting shall include at least crimes involving physical violence, gang-related activity, illegal possession of a controlled substance or controlled substance analogue, or other intoxicant, trespassing, and property crimes including, but not limited to, theft and vandalism. For a property crime, the report shall include an estimate of the cost to the school district resulting from the property crime. The school crime reporting requirements of this subsection are intended to do all of the following:

(a) Help policymakers and program designers at the local and state levels develop appropriate prevention and intervention programs.

(b) Provide the continuous assessment tools needed for revising and refining school safety programs.

(c) Assist schools and school districts to identify the most pressing safety issues confronting their school communities, to direct resources appropriately, and to enhance campus safety through prevention and intervention strategies.

(d) Foster the creation of partnerships among schools, school districts, state agencies, communities, law enforcement, and the media to prevent further crime and violence and to assure a safe learning environment for every pupil.

(3) At least once each semester, each school board shall provide a copy of the most recent report under subsection (2) available for the school district to the parent or legal guardian of each pupil enrolled in the school district.

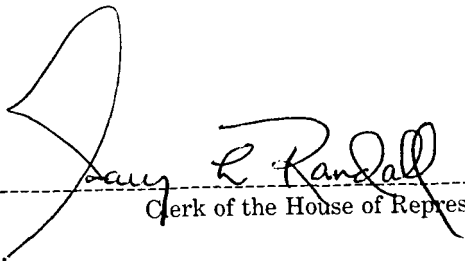
(4) As used in this section, "school board" and "school district" mean those terms as defined in section 1310.

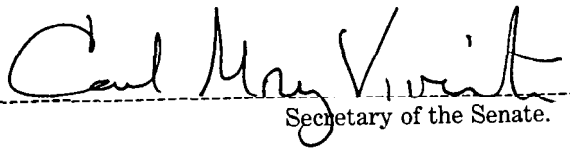
Enacting section 1. This amendatory act does not take effect unless all of the following bills of the 90th Legislature are enacted into law:

(a) Senate Bill No. 183.

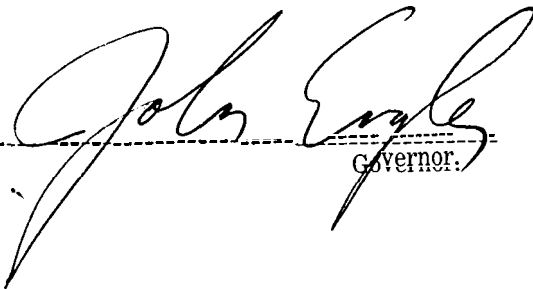
(b) Senate Bill No. 206.

This act is ordered to take immediate effect.

  
Clerk of the House of Representatives.

  
Secretary of the Senate.

Approved 1:00 p.m. 7/6/99

  
Governor.

FILED WITH SECRETARY OF STATE  
CANDICE S. MILLER  
ON 7-6-99 AT 3:52 p.m.

# Statewide School Safety Information Policy

## Contents

- I. Introduction
- II. Statement of Policy
- III. Elements for a Successful Local School Safety Information Policy
- IV. Reporting Obligations
- V. Sample Local Information Sharing Agreement
- VI. School Safety Response Guide

## I. Introduction

School crime and violence are multifaceted problems which need to be addressed in a manner that utilizes the best resources and coordinated efforts of the educational community, law enforcement and families. One key component to keeping schools safe is an informed administration that works with local law enforcement to “provide for the safety and welfare of pupils while at school or a school sponsored activity or while en route to or from school or a school sponsored activity.” MCL 380.11a(3)(b).

A basic first step in addressing violence and its impact on schools and learning is to assess the extent and nature of the problem. When school administrators and local law enforcement officials are able to accurately determine what crimes are being committed in their schools or communities, when and where crimes are committed, and who is involved, they can then develop and implement effective strategies that address school safety concerns. One of the biggest obstacles in addressing school safety issues is the lack of information exchanged on student misconduct. School administrators, students, parents, community leaders and law enforcement officials may have different perceptions of school crime which makes it difficult to agree on the primary safety issues that need to be addressed.

On July 6, 1999, Governor John Engler signed into law 1999 PA 102 ("the Act") which adds section 1308 to the *Revised School Code* and directs the State Superintendent of Public Instruction, the Director of the Michigan State Police and the Michigan Attorney General to adopt, publish and distribute to school boards, county prosecutors and local law enforcement agencies a Statewide School Safety Information Policy. The Act, a copy of which is enclosed, also requires each school district to meet with the county prosecutor(s) and local law enforcement agencies to determine how best to implement the Statewide School Safety Information Policy in their communities. You are encouraged to convene this meeting of appropriate officials in your community as soon as possible in order to establish and implement procedures to enhance school and community safety.

## **II. Statement of Policy**

Local school districts, law enforcement agencies and county prosecutors must meet and develop local school safety information policies which implement this Statewide School Safety Information Policy. A local school safety information policy should also address any related issues that are unique to the affected locality.

## **III. Elements for a Successful Local School Safety Information Policy**

The Act requires local communities to meet and confer on the implementation of the Statewide School Safety Information Policy and on any related issues that are unique to the affected locality. The following are suggested elements for that meeting:

- ◇ Required parties: school boards, county prosecutors, and local law enforcement agencies
- ◇ Recommended parties: appropriate representatives of the following: chief judge of circuit and/or district courts, including a representative of the family division; local child protection agency; the intermediate school district; school building administrators; teachers; parents; students; the fire marshal; emergency medical services; county emergency management
- ◇ Agenda:
  - A. Decide incidents to be reported (See School Safety Response Guide.)
  - B. Develop reporting protocol (see model local agreement for suggested format)
    - 1. For schools
    - 2. For law enforcement officials
    - 3. For prosecutors
    - 4. For court officials
  - C. Discuss and delineate local law enforcement procedures for responding to incidents as defined in your list from (A) above. This discussion should include:
    - 1. Incidents in progress
    - 2. Incidents not in progress
    - 3. Incidents involving delayed reporting
  - D. Discuss establishment of School Resource Officer(s).
  - E. Discuss privacy concerns.
  - F. Consider use of a written local agreement.
  - G. Discuss training opportunities for all staff.
  - H. Discuss other measures consistent with the Policy.
- ◇ Annual meeting: an annual meeting to review the effectiveness and review the procedures developed within this policy is encouraged.



## **IV. Reporting Obligations**

### School Reporting

Section 1308 of the Act requires that the Statewide School Safety Information Policy identify the types of incidents occurring at school that must be reported to law enforcement agencies and will establish procedures to be followed when an incident occurs at school. The list of incidents to be reported to law enforcement agencies and procedures to be followed when such incidents occur at school is found in the Reportable Incidents Index of the School Safety Response Guide section of this Policy.

Each school district is encouraged to appoint a School Resource Officer (SRO). The SRO may be a designated member of the school staff or school safety or security officer. A sworn law enforcement officer assigned to the school may also serve as the SRO. The SRO will keep a file of all incident reports or law enforcement records prepared as required under the local school safety information policy. The records must be maintained in a location separate from student educational records as defined under the Family Educational Rights and Privacy Act (FERPA).

In addition to the incidents enumerated in the School Safety Response Guide, local communities may determine that additional incidents on school property should be reported to law enforcement.

For the purposes of this policy, "law enforcement" means: A regularly employed member of a police force of a city, county, township, or village, the Michigan State Police, or a Michigan Indian tribal police force, who is responsible for the prevention and detection of crime and the enforcement of the general criminal laws of this state.

### Law Enforcement Reporting

A local law enforcement agency with jurisdiction over a building in a school district shall report to school officials crimes committed on school property. Such a law enforcement agency shall also report to school officials crimes committed off school property that they have reason to believe may pose a significant threat of imminent danger to students, staff or school property. A law enforcement agency may delay reporting of crimes to a school district if such report may compromise an ongoing investigation.

### Prosecutors' Reporting

The prosecuting attorney of a county shall notify a school district located in whole or in part in that county of any criminal or juvenile court action initiated or taken against a pupil of the school district, including, but not limited to, convictions, adjudications, and dispositions. This notification shall be made to either the school district superintendent or to the intermediate superintendent of the intermediate school district in which the county is located or as provided by local agreement. If the notification is made to the intermediate superintendent, the intermediate superintendent shall forward the information to the superintendent of the school district in which the pupil is enrolled. Upon receipt of information, a school district superintendent shall share the information with appropriate school building personnel. The prosecuting attorney may inquire of each school age individual involved in a court action described in this subsection whether the individual is a pupil in a school district and, if so, in which school district. If the prosecuting attorney determines that the individual is a pupil in a school district not located within the county, the prosecuting attorney shall make an attempt to notify the school district superintendent or the superintendent of the intermediate school district where the pupil attends.

### Court Reporting

The appropriate court shall inform an appropriate school administrator of the name of the individual assigned to monitor a convicted or adjudicated youth attending a public school and of how that individual may be contacted.

## **V. School Safety Response Guide**

The School Safety Response Guide lists the types of incidents to be reported along with procedures to be followed when such an incident occurs at school. This Guide may be reproduced as the local community determines is appropriate.

## **VI. Sample Local Information Sharing Agreement**

Local communities may find it helpful to enter into an agreement regarding the sharing of school safety information. A sample agreement has been included for local use. This sample may serve as a detailed model for a local agreement or merely as a guide for a productive local meeting.

*Sample Local Agreement*

# **School Safety Information Policy Agreement**

\_\_\_\_\_ **School District**

## **Statement Of Intent**

The parties to this agreement are committed to maintaining a safe school environment. We acknowledge and agree that school safety will be enhanced through the effective sharing of information and resources. The goal of this agreement is to establish procedures to be followed when an incident defined in the School Safety Response Guide section of the Statewide School Safety Information Policy occurs. The parties further agree to develop internal policies and cooperative procedures as needed to implement the local School Safety Information Policy.

**We each agree to:**

1. Promote a coordinated effort among agencies and staff to achieve maximum public safety with the goal of reducing juvenile crime.
2. Participate in interagency planning meetings, as appropriate.
3. Jointly plan, and/or provide information and access to, training opportunities, when feasible.
4. Develop internal policies and cooperative procedures, as needed, to implement this policy and the Statewide School Safety Information Policy.
5. Comply with relevant state and federal law and other applicable local rules which relate to records use, security, dissemination, and retention/destruction.

**The School Agrees to:**

1. Designate a contact person to be responsible for receiving information from law enforcement, prosecutors and courts and inform all parties as to the school's designee.
2. Notify the pupil's principal of information from law enforcement, prosecutors or the court system within 24 hours. The principal, within 24 hours of such notice, shall provide such information to relevant building personnel.
3. Notify the appropriate law enforcement agency when an adult or a student commits any of the offenses listed in the School Safety Response Guide on school property, on school sponsored transportation, or at school sponsored activities.
4. Develop appropriate internal written policies to insure that confidential criminal history information is disseminated only to appropriate school personnel.

### **Each Law Enforcement Agency Agrees to:**

1. Designate a contact person to be responsible for forwarding information to the designated school personnel and inform all parties as to law enforcement's designee.
2. Notify the superintendent, or designee, of crimes committed on school property. Notification shall be within 24 hours or the next business day when school is in session and shall include the details of the crime committed. Notification shall be within 7 days during the summer. A law enforcement agency may delay reporting of crimes to a school district if such report may compromise an ongoing investigation.
3. Promptly notify the superintendent, or designee, of crimes committed off school property which they have reason to believe may pose a significant threat of imminent danger to students, staff or school property.

### **The Prosecuting Attorney(s) Agree to:**

1. Designate a contact person to be responsible for forwarding information to the designated school personnel and inform all parties as to the prosecuting attorney's designee.
2. Notify the superintendent or designee of any criminal or juvenile court action initiated or taken against a pupil of the school district, including, but not limited to, convictions, adjudications, and dispositions. This notification shall be initiated within 24 hours after the charge is made when school is in session and include the details of that charge.
3. Inquire of each school age individual involved in a court action described in this subsection whether the individual is a pupil in a school district and, if so, in which school district.
4. Attempt to notify the school district superintendent or the superintendent of the intermediate school district where the pupil attends if it is determined that the individual is a pupil in a school district not located within the county.

**The Court Agrees to:**

1. Designate a contact person to be responsible for forwarding information to the designated school personnel and inform all parties as to the court's designee.
2. Notify the superintendent, or designee, of the name of the individual assigned to monitor a convicted or adjudicated youth attending a public school and of how that individual may be contacted.

**Signed this \_\_\_\_ day of \_\_\_\_\_, 1999;**

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DEPARTMENT OF EDUCATION  
DEPARTMENT OF ATTORNEY GENERAL  
DEPARTMENT OF MICHIGAN STATE POLICE

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October 4, 1999

Dear Community Leader:

We are pleased to forward the attached Statewide School Safety Information Policy. School safety is a priority in every local community and with each of our offices. Events around the country during the past few years have raised the level of public attention to the issues surrounding school safety. In Michigan, thanks to your work and that of so many others, we are talking about **maintaining** and **improving** safe schools, and that is something of which we all should be proud.

On July 6, 1999, Governor John Engler signed into law 1999 PA 102. This legislation adds section 1308 to the Revised School Code and directs the three of us to adopt, publish, and distribute to school boards, county prosecutors, and local law enforcement agencies a Statewide School Safety Information Policy no later than 90 days after the law is signed. A copy of 1999 PA 102 is enclosed.

We believe that section 1308 calls for a coordinated approach to the sharing of school safety information regarding violent and potentially violent students and situations. Our offices have developed a state policy that clearly delineates an effective way for school districts, police departments, and other agencies to share this vital information.

In developing this policy, we reached out to associations representing schools, law enforcement, prosecutors, and the people who make these three entities work. The feedback was beneficial, and this Statewide School Safety Information Policy is better as a result.

The next step is for each local community to meet and confer on the implementation of the Statewide School Safety Information Policy. We strongly recommend that each school superintendent initiate this meeting. If another approach is better for your community, however, by all means pursue that course. The important thing is that your community meets and confers on implementation as soon as possible.

School Safety Information Policy  
October 4, 1999  
Page two

We are grateful for the level of support the Statewide School Safety Information Policy has received during its development. Our offices are available to assist you. We hope that the Statewide School Safety Information Policy is helpful as you develop your local school safety information policies and in your efforts to maintain and improve school safety.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Arthur E. Ellis".

Arthur E. Ellis  
Superintendent of Public Instruction  
Department of Education

A handwritten signature in black ink, appearing to read "Jennifer M. Granholm".

Jennifer M. Granholm  
Attorney General

A handwritten signature in black ink, appearing to read "Michael D. Robinson".

Col. Michael D. Robinson, Director  
Michigan State Police





# SCHOOL SAFETY RESPONSE GUIDE

**ONE COMPONENT OF A SAFE SCHOOL PLAN**

# **School Safety Response Reportable Incidents INDEX**

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# ARMED SUBJECT or HOSTAGE

## FOLLOW THESE PROCEDURES WHENEVER:

- ▶ A PERSON HAS A WEAPON
- ▶ A PERSON SAYS THEY HAVE A WEAPON
- ▶ A PERSON IS HOLDING ANOTHER PERSON AGAINST HIS/HER WILL

### STAFF

- ☐ Notify Principal's Office as soon as possible, advise whether a weapon was visible or indicated.
- ☐ Speak calmly to the suspect and to the students.
  - ▶ DO NOT APPROACH
  - ▶ DO NOT ATTEMPT TO CONFISCATE WEAPON
  - ▶ COMMUNICATE AND COOPERATE
- ☐ If a weapon is visible ask calmly for permission to evacuate the class.
- ☐ If evacuation is not allowed, continue to cooperate with subject until police arrive.
- ☐ When police arrive, do as they direct.
- ☐ Complete necessary Incident(s) Report(s)

### PRINCIPAL'S OFFICE

- ☐ Identify problem and location.
- ☐ **Call 911 or Local Police to report incident.**
  - ▶ IDENTIFY ASSEMBLY AREA FOR EMERGENCY RESPONSE
  - ▶ PROVIDE SUSPECT(S) DESCRIPTION
  - ▶ SECURE EMERGENCY INFORMATION FROM ENROLLMENT CARDS FOR SUSPECT(S) AND/OR VICTIM(S)

**Continued on  
Page 2**

# **ARMED SUBJECT or HOSTAGE**

**CONTINUED**

## **PRINCIPAL'S OFFICE**

☐ *If weapon is visible or shots are fired:*

- ▶ ANNOUNCE OVER THE P.A. SYSTEM THE SPECIAL CODE ALERTING STAFF TO LOCK THEIR DOORS
- ▶ DO NOT USE THE FIRE ALARM TO ALERT STAFF
- ▶ EVACUATE ANY LOCKED OUT STUDENT(S) TO A SAFE AREA  
(Evacuation is only advisable if it can be determined that the suspect(s) is/are contained.)

☐ Escort police and EMS personnel to the scene.

☐ Assist with evacuation under police guidance.

☐ *If a weapon is found on student:*

- ▶ POLICE WILL SECURE WEAPON FOR EVIDENCE AND REMOVE SUBJECT.

☐ Notifications necessary:

- ▶ SUPERINTENDENT'S OFFICE
- ▶ PARENT(S) and/or GUARDIAN(S)
- ▶ STAFF
- ▶ SCHOOL COUNSELOR

# SUSPECTED ARMED SUBJECT or HOSTAGE

**FOLLOW THESE PROCEDURES WHENEVER YOU SUSPECT A SUBJECT MAY HAVE A WEAPON ON THEIR PERSON OR IN A BACKPACK, BRIEFCASE, PURSE, OR OTHER CONTAINER CARRIED OR READILY ACCESSIBLE BY THE SUBJECT.**

## STAFF

- ☐ Notify Principal's Office, as soon as possible.
- ☐ *If weapon is suspected and situation is NOT VIOLENT:*
  - ▶ BRING SUBJECT TO THE OFFICE *OR*
  - ▶ ISOLATE SUBJECT
- ☐ Complete necessary Incident(s) Report(s).

## PRINCIPAL'S OFFICE

- ☐ Identify problem and location.
- ☐ Assess credibility of information received.
- ☐ Assess character, history, and school record of suspect(s).
- ☐ Determine if you are going to approach subject:
- ☐ *If approached:*
  - ▶ Ensure at least two adults are present.
  - ▶ Advise the subject what is suspected and ask location and type of weapon(s).
  - ▶ Any search must comply with State of Michigan law.

**SUSPECTED  
ARMED SUBJECT or  
HOSTAGE  
CONTINUED**

**PRINCIPAL'S OFFICE**

- ☐ If weapon is found on subject:
  - ▶ **Call 911 or Local police to report incident.**
- ☐ Police will secure weapon for evidence
- ☐ *If not approachable because of personal safety:*
  - ▶ **TREAT AS ARMED SUBJECT OR HOSTAGE — REFER TO PAGE 1**
- ☐ Notifications necessary:
  - ▶ **SUPERINTENDENT'S OFFICE**
  - ▶ **PARENT(S) and/or GUARDIAN(S)**
  - ▶ **SCHOOL COUNSELOR**
  - ▶ **STAFF**

# WEAPONS ON SCHOOL PROPERTY

**FOLLOW THESE PROCEDURES WHENEVER YOU KNOW OR SUSPECT A STUDENT MAY HAVE A WEAPON IN THEIR LOCKER, THEIR CAR, OR ANYWHERE ELSE ON SCHOOL PROPERTY.**

The term weapon includes: firearms, bombs, silencers, double-edged non-folding stabbing instruments, a switchblade, a blackjack, slingshot, billy club, bludgeon, metallic knuckles, sand club, sand bag, a taser or stun gun, a gas ejecting device that is not a self-defense spray device, or any other article carried or possessed for use as a weapon, e.g. a tire iron, or baseball bat carried for purposes of assault or defense.

## STAFF

- ☐ Notify Principal's Office, as soon as possible.
- ☐ *If weapon is visible on a student:*
  - ▶ REFER TO ARMED SUBJECT OR HOSTAGE — SEE PAGE 1
- ☐ *If weapon is suspected on a student:*
  - ▶ REFER TO SUSPECTED ARMED SUBJECT OR HOSTAGE — SEE PAGE 3

## PRINCIPAL'S OFFICE

- ☐ Identify problem and location.
- ☐ Determine if reasonable suspicion exists to search for weapon.
- ☐ Determine if it is advisable to conduct a search of school property, by school personnel, for weapon.
- ☐ If weapon is found:
  - ▶ Call 911 or Local Police to report incident.

# DEATH OR HOMICIDE

## STAFF

- ☐ Identify problem and location.
  - ▶ Check status of victim.
- ☐ Notify Principal's Office, as soon as possible.
- ☐ If possible remove students from the area, try to calm them.
- ☐ Discourage discussion.
- ☐ Wait for police to arrive.
- ☐ Complete necessary Incident(s) Report(s).
- ☐ Identify students in need of counseling.

## PRINCIPAL'S OFFICE

- ☐ Identify problem and location.
- ☐ Call 911 or Local Police to report incident.
  - ▶ PROVIDE SUSPECT(S) DESCRIPTION
- ☐ Assist the police in locating and identifying possible suspect(s) and/or victim(s).
  - ▶ Assess whether suspect(s) can be safely isolated and/or detained.
- ☐ Secure emergency information from student enrollment cards for suspect(s) and/or victim(s).
- ☐ Provide police and EMS with emergency information.
- ☐ Notifications necessary:
  - ▶ SUPERINTENDENT'S OFFICE
  - ▶ PARENT(S) and/or GUARDIAN(S)
  - ▶ STAFF
- ☐ Initiate counseling services for staff and students.



# DRIVE-BY SHOOTING

## STAFF

- ☐ When shots are heard, yell to the students to  
**"DROP TO THE FLOOR"**
- ☐ Move students to safest area within the classroom.
  - ▶ If time permits, the most secure location may be an inner room within the building.
- ☐ Notify Principal's Office, as soon as possible.
  - ▶ Advise if there are injuries and/or property damage.
- ☐ Return to the classroom only when safe to do so.
- ☐ Take attendance and immediately report any missing student(s).
- ☐ Discourage discussion.
- ☐ Wait for police to arrive.
- ☐ Complete necessary Incident(s) Report(s).

## PRINCIPAL'S OFFICE

- ☐ Identify problem and location.
- ☐ **Call 911 or Local Police to report incident.**
  - ▶ **PROVIDE SUSPECT(S) DESCRIPTION**
- ☐ Assist the police in locating and identifying possible suspect(s) and/or victim(s).
- ☐ Secure emergency information from student enrollment cards for suspect(s) and/or victim(s).
- ☐ Provide police and EMS with emergency information.
- ☐ Notifications necessary:
  - ▶ **SUPERINTENDENT'S OFFICE**
  - ▶ **PARENT(S) and/or GUARDIAN(S)**
  - ▶ **STAFF**
- ☐ Initiate counseling services for staff and students.

# PHYSICAL ASSAULTS (FIGHTS)

It is recommended that if any of the following occur during a physical assault, the incident be reported to the police:

- ▶ The victim alleges injury
- ▶ The victim is a member of the school staff
- ▶ There is injury to the victim and/or suspect, which requires medical attention
- ▶ The suspect used a weapon during the physical assault

## STAFF

- ☐ Make contact with a calm voice.
- ☐ If behavior continues, shout “STOP” and then lower your voice.
- ☐ Direct someone to go to the Principal’s Office to get help.
- ☐ Isolate students to an area where they can calm down without losing face.
- ☐ Attempt to empty the area of other students – to reduce audience and lessen danger.
- ☐ Do not leave students alone until they are calm.
- ☐ If appropriate, escort student(s) to the Principal’s Office.
- ☐ If appropriate, complete necessary Incident(s) Report(s).

## PRINCIPAL’S OFFICE

- ☐ Identify problem and intervene if necessary.
- ☐ If appropriate, Call 911 or Local Police to report incident.
  - ▶ DETERMINE IF EMS IS NECESSARY FOR INJURED STUDENT(S).
- ☐ Assist the police in locating and identifying possible suspect(s) and/or victim(s).
- ☐ Secure emergency information from student enrollment cards for suspect(s) and/or victim(s).
- ☐ Notifications necessary:
  - ▶ SUPERINTENDENT’S OFFICE
  - ▶ PARENT(S) and/or GUARDIAN(S)
  - ▶ STAFF

# TELEPHONE BOMB THREAT

**NOTE: IF A BOMB THREAT IS RECEIVED BY WAY OF: E-MAIL, FAX, or WRITTEN NOTICE NOTIFY PRINCIPAL'S OFFICE AS SOON AS POSSIBLE**

## TELEPHONE CALL RECIPIENT

- ☐ Keep caller on telephone as long as possible.
  - ▶ Do not hang telephone up.
  - ▶ Lay receiver down until police arrive.
- ☐ If a student has answered the telephone, have adult take the call.
- ☐ Notify Principal's Office, as soon as possible.
- ☐ Write down everything the caller says.
  - ▶ Use the attached Bomb Threat Checklist
- ☐ Make an educated guess at the age, sex, and race of the caller.
  - ▶ Note any accent in caller's voice.
  - ▶ Note any background noises.
- ☐ Wait for police to arrive.
- ☐ Complete necessary Incident(s) Report(s).

## STAFF

- ☐ Evacuate when advised.
  - ▶ Take a copy of the attendance roster with you.
- ☐ Take attendance when students are assembled away from school.
  - ▶ Provide attendance list to Principal's Office.

## PRINCIPAL'S OFFICE

- ☐ **Call 911 or Local Police to report incident.**
  - ▶ Do not use same telephone that threat call came in on.
  - ▶ Provide details of bomb threat.
- ☐ Determine whether to evacuate the building.
  - ▶ If evacuation is necessary - refer to evacuation procedure located in Appendix.
- ☐ Radio signals and/or electronic devices can activate bombs.  
**DO NOT USE:**
  - ▶ Radios
  - ▶ Cellular Telephones
  - ▶ Electronic Bells/P.A.
- ☐ Notify staff of information and/or instruction by messenger.
- ☐ Do not touch a suspicious package. Note anything unusual or out of place.
- ☐ Coordinate a search team that will assist police.
- ☐ Have a set of master door keys in hand.
- ☐ Notifications necessary:
  - ▶ SUPERINTENDENT'S OFFICE
  - ▶ STAFF

Use this form to help officials analyze the threat. If possible, keep a copy at each telephone. Train operators to respond calmly to a bomb threat phone call.

## BOMB THREAT CALL CHECKLIST

### QUESTIONS TO ASK:

### EXACT WORDING OF THE THREAT:

1. When is bomb going to explode? \_\_\_\_\_
2. Where is it right now? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. What is your address? \_\_\_\_\_
9. What is your name? \_\_\_\_\_

### EXACT WORDING OF THE THREAT:

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## FBI BOMB DATA PROGRAM

### CALLER'S VOICE

- |                                  |                                   |  |  |
|----------------------------------|-----------------------------------|--|--|
| <input type="checkbox"/> Calm    | <input type="checkbox"/> Laughing | <input type="checkbox"/> Lisp            | <input type="checkbox"/> Disguised             |
| <input type="checkbox"/> Angry   | <input type="checkbox"/> Crying   | <input type="checkbox"/> Raspy           | <input type="checkbox"/> Accent                |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Normal   | <input type="checkbox"/> Deep            | <input type="checkbox"/> Familiar              |
| <input type="checkbox"/> Slow    | <input type="checkbox"/> Distinct | <input type="checkbox"/> Ragged          | If voice is familiar,<br>who did it sound like |
| <input type="checkbox"/> Rapid   | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Clearing throat |  |
| <input type="checkbox"/> Soft    | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Deep berating   |  |
| <input type="checkbox"/> Loud    | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Cracking voice  |  |

### BACKGROUND SOUNDS

- |  |                                       |  |  |                                |
|--|---------------------------------------|--|--|--------------------------------|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> House noises | <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Local         | <input type="checkbox"/> Other |
| <input type="checkbox"/> Crockery      | <input type="checkbox"/> Motor        | <input type="checkbox"/> Animal Noises     | <input type="checkbox"/> Long Distance |                                |
| <input type="checkbox"/> Voices        | <input type="checkbox"/> Office       | <input type="checkbox"/> Clear             | <input type="checkbox"/> Booth         |                                |

### THREAT LANGUAGE

- |   |                                     |   |
|---|-------------------------------------|---|
| <input type="checkbox"/> Well spoken (educated) | <input type="checkbox"/> Irrational | <input type="checkbox"/> Taped                        |
| <input type="checkbox"/> Foul                   | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Message read by threat maker |

REMARKS: \_\_\_\_\_

<b>REPORT CALL IMMEDIATELY TO:</b> _____ <b>PHONE NUMBER:</b> _____ Fill out completely, immediately after bomb threat, Date ___ / ___ / ___ Phone Number _____ Name _____ Position _____
---

# EXPLOSION

## STAFF

- ☐ Evacuate students when you hear the fire alarm.
- ☐ Evacuate by pre-designed primary or alternate evacuation route to assembly area.
- ☐ Take class attendance roster with you.
- ☐ Leave building in an orderly manner.
  - ▶ Do not allow students to rush or crowd each other.
- ☐ Students should be evacuated at least 300 feet, or recommended 1,000 feet, from building and out of the way of emergency vehicles.
- ☐ Take attendance when students are reassembled.
  - ▶ Report any missing students to the Principal's Office immediately.

## PRINCIPAL'S OFFICE

- ☐ Sound fire alarm to signal an evacuation.
  - ▶ Use P.A. announcement if an alternate evacuation route or assembly area is to be used.
- ☐ **Call 911 or Local Police to report incident.**
- ☐ Evacuate all staff and students by pre-designed evacuation route to assembly area.
- ☐ Pre-appointed staff members should search building for remaining students (stragglers).
- ☐ Assist police and EMS with emergency information.
- ☐ Notify Superintendent's Office to advise:
  - ▶ Location of assembly area and/or
  - ▶ Possible transportation needs moving students to another building site.
- ☐ Collect total attendance roster.
  - ▶ Pre-appointed staff should assist police with search of any missing staff and/or student(s).

# ARSON

## ARSON DEFINED:

Arson means the unauthorized starting of a fire, on school property, or assisting another in starting a fire.

**STAFF**

**PRINCIPAL'S OFFICE**

## **CALL 911 OR LOCAL POLICE AND FIRE TO REPORT INCIDENT**

### NOTE:

After the initial discovery of any fire in a school building, the teacher and/or principal should complete an immediate site assessment to determine if partial or complete evacuation of the building is necessary. Be aware that fire can spread unseen and visible signs may be absent.

## **CHECK THE REQUIREMENTS OF LOCAL FIRE CODES**

If arson is suspected, inform the responding police and fire personnel.

- ▶ Assist police and fire investigators in their investigation.
- ▶ Help locate any possible suspect(s) and/or witnesses.

# SEXUAL ASSAULT (CRIMINAL SEXUAL CONDUCT)

## CRIMINAL SEXUAL CONDUCT:

- ▶ Criminal Sexual Conduct involves nonconsensual sexual penetration or the unconsented touching of a person's intimate parts.
- ▶ Sexual penetration includes oral sex or the insertion of any object into a person's genital or anal openings.
- ▶ A person's intimate parts include the breast, buttock, or genital areas.
- ▶ Consensual sexual penetration involving a person under the age of 16 is criminal sexual conduct.
- ▶ Consensual sexual touching involving a person under the age of 13 is criminal sexual conduct, and consensual sexual touching of a person between the ages of 13 and 16 is criminal sexual conduct if the perpetrator is 5 or more years older than the victim.
- ▶ **Persons required to report child abuse or neglect refer to Child Protection Law, Act No. 238, Public Acts of 1975, as amended, being Sections 722.621 – 722.636, Michigan Compiled laws.**

## STAFF

- ☐ Notify Principal's Office, as soon as possible.
  - ▶ If injuries or any sign of assault are present inform Office upon initial contact.
- ☐ Do not leave the victim alone.
  - ▶ Do not allow victim to alter physical condition by washing.
  - ▶ Follow Principal's instructions.
- ☐ Discourage discussion between students.
- ☐ If police have been called, wait for their arrival.
- ☐ Complete necessary Incident(s) Report(s).

## PRINCIPAL'S OFFICE

- ☐ **If an EMERGENCY:**
  - ▶ Call 911 or Local Police to report incident.
  - ▶ Identify alleged perpetrator.
  - ▶ Comply with Child Protection Law and reporting requirements.
- ☐ Direct appropriate staff to stay with the victim.
- ☐ Assist the police in locating and identifying victim, and/or possible suspect(s), witnesses.
  - ▶ Secure emergency information from student enrollment cards.
- ☐ Notifications necessary
  - ▶ SUPERINTENDENT'S OFFICE
  - ▶ PARENT(S) AND/OR GUARDIAN(S)
  - ▶ SCHOOL COUNSELOR
  - ▶ STAFF

# ROBBERY or EXTORTION

## ARMED ROBBERY:

The taking of property from a person by force or threat while armed with a weapon or article representing a weapon.

## UNARMED ROBBERY:

The taking of property from a person by force or threat.

## EXTORTION:

Threatening another person for the purpose of extorting money or property, or to compel the threatened person to do an act against the threatened person's will.

### STAFF

- ☐ Notify Principal's Office, as soon as possible.
- ☐ Try to calm the student(s), if necessary.

### PRINCIPAL'S OFFICE

- ☐ Identify problem and location.
- ☐ **Call 911 or Local Police to report incident.**
  - ▶ DETERMINE IF WEAPON IS VISIBLE OR SUSPECTED.
  - ▶ PROVIDE SUSPECT(S) INFORMATION



FOR FURTHER INSTRUCTION  
REFER TO:  
ARMED SUBJECT OR HOSTAGE  
Page 1 and 2



# UNAUTHORIZED REMOVAL OF STUDENT

## OFFICE STAFF PREVENTATIVE ACTIONS

### SOME PREVENTATIVE STEPS THAT A SCHOOL DISTRICT MAY TAKE:

- Compile a list or flag enrollment of such students with special custody arrangement:
- example: Family Independence Agency supervised, Court Ordered — no contact with named parent and/or person.
- Check with custodial parent, guardian, or Family Independence Agency (if indicated), before releasing student, if a question should occur.
  - ▶ Obtain a copy of identification or driver's license of person picking up student.
- Verify identity of any parent/guardian who telephones a request for student's release.
  - ▶ Record time & date
- Verify any custody changes through actual true copy of Court documents.
- Hold in Office any student who appears reluctant to go with subject picking them up.
  - ▶ Notify parent/guardian of student's reluctance

## STAFF

- ☐ Notify Principal's Office, as soon as possible.

## PRINCIPAL'S OFFICE

- ☐ Confirm that student was removed from school without authorization.
- ☐ **Call 911 or Local Police to report incident.**
  - ▶ PROVIDE SUSPECT(S) DESCRIPTION
  - ▶ OBTAIN LICENSE PLATE (if possible)
- ☐ Notify parent/guardian listed on student's enrollment card.
  - ▶ Notify other school(s) where sibling(s) may attend to alert them.
- ☐ Assist the police in locating emergency information.
- ☐ Notifications necessary:
  - ▶ SUPERINTENDENT'S OFFICE
  - ▶ STAFF
- ☐ Do not release any information to the Media.

# THREAT OF SUICIDE

## STAFF

- ☐ Notify Principal's Office, as soon as possible.
- ☐ Take threat seriously.
- ☐ Talk with the student and reassure him/her that you are concerned for their welfare.
- ☐ Isolate the student from peers if possible.
- ☐ Do not leave student alone.

## PRINCIPAL'S OFFICE

- ☐ Identify problem and evaluate situation.
- ☐ **Call 911 or Local Police to report incident.**
- ☐ Notify and inform parent(s) and/or guardian(s) to come to the school.
  - ▶ PROVIDE PARENTS WITH INFORMATION CONCERNING AVAILABLE COMMUNITY COUNSELING RESOURCES
  - ▶ PARENTS MAY BE REQUIRED TO PROVIDE PROOF OF MEDICAL RELEASE PRIOR TO THE STUDENT'S RETURN TO SCHOOL
- ☐ Notifications necessary:
  - ▶ Superintendent's Office
  - ▶ DISTRICT PSYCHOLOGIST (if applicable)
  - ▶ STAFF

**NOTE:**  
***IF WEAPON IS PRESENT DURING THREAT***  
**REFER TO:**  
**ARMED SUBJECT OR HOSTAGE**  
**Page 1 and 2**

# SUICIDE ATTEMPT

## STAFF

- ☐ Notify Principal's Office, as soon as possible.
- ☐ Try to calm the student and others.
- ☐ Ask the student for permission to evacuate the area.
  - ▶ **ATTEMPT TO DIFFUSE THE SITUATION**
  - ▶ **DO NOT NEGOTIATE**
- ☐ Wait for police to arrive.
- ☐ Complete necessary Incident(s) Report(s).
- ☐ Identify students in need of counseling.

## PRINCIPAL'S OFFICE

- ☐ Identify problem and evaluate situation.
- ☐ **Call 911 or Local Police to report incident.**
  - ▶ EMS should be requested.
- ☐ Secure emergency information from student enrollment card.
- ☐ Assist the police in locating student.
- ☐ Notifications necessary:
  - ▶ Superintendent's Office
  - ▶ school counselor
  - ▶ PARENT(S) and/or GUARDIAN(S)
  - ▶ DISTRICT PSYCHOLOGIST (if applicable)
  - ▶ Staff
- ☐ Initiate counseling services for staff and students

**NOTE:**  
***IF WEAPON IS VISIBLE***  
**REFER TO:**  
**ARMED SUBJECT OR HOSTAGE**  
**Page 1 and 2**

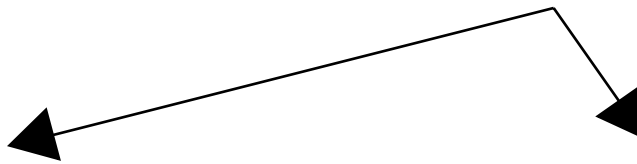
# LARCENY (THEFT)

## STAFF

- ☐ Notify Principal's Office, as soon as possible.

## PRINCIPAL'S OFFICE

- ☐ Identify problem and evaluate extent of theft.



### ***LESS SIGNIFICANT THEFT:***

- ▶ A call to police may not be necessary.
- ▶ Problem may be addressed by applying school district policy.



### ***SIGNIFICANT THEFT: MANDATORY REPORTING:***

- ▶ Theft of item(s) is \$100 in value.
- ▶ Numerous events of minor theft.
- ▶ Theft motivated by hate or is gang related.
- ☐ **Call 911 or Local Police to report incident.**
- ☐ Assist police in locating and identifying possible suspect(s) and/or witnesses.
- ☐ Notifications necessary:
  - ▶ Superintendent's Office
  - ▶ PARENT(S) and/or GUARDIANS
  - ▶ STAFF

# INTRUDERS

## STAFF

- ☐ Notify Principal's Office of any suspicious person seen on school property.
  - ▶ Report anyone who is not displaying any required visitor pass or hall pass.

## PRINCIPAL'S OFFICE

- ☐ Identify problem and location.
- ☐ Approach subject and determine the nature of their business within the school.
- ☐ Ask for identification.
- ☐ Direct them to accompany you to the Office.
  - ▶ If looking for a specific student, check file for court orders, e.g. personal protection orders, custody orders.
- ☐ If they have no acceptable purpose, tell them to leave.

**IF THEY  
REFUSE TO  
LEAVE**

- ☐ Call 911 or Local Police to report incident.
  - ▶ PROVIDE SUSPECT(S) DESCRIPTION
- ☐ Await police response.
- ☐ Notifications necessary:
  - ▶ SUPERINTENDENT'S OFFICE

# DRUG USE OR OVERDOSE

## STAFF

- ☐ Notify Principal's Office, as soon as possible.
  - ▶ Removal of student from class may be necessary.
  - ▶ Provide the name of the student if notifying office.
- ☐ Keep the student as stable as possible.
  - ▶ Speak calmly until police arrive.
- ☐ Discourage discussion between students.
- ☐ Wait for police to arrive.
- ☐ Complete necessary Incident(s) Report(s).

## PRINCIPAL'S OFFICE

- ☐ Identify problem and evaluate situation.
- ☐ **Call 911 or Local Police to report incident.**
- ☐ ***If an EMERGENCY:***
  - ▶ Request EMS
  - ▶ Secure emergency information from student enrollment card.
- ☐ Attempt to determine the following for EMS:
  - ▶ name of drug
  - ▶ quantity of drug
  - ▶ time and how drug was taken
- ☐ Provide police and EMS with emergency information.
- ☐ Notifications necessary:
  - ▶ Superintendent's Office
  - ▶ PARENT(S) and/or GUARDIAN(S)
  - ▶ Staff

# DRUG POSSESSION or SALE

## STAFF

- ☐ Notify Principal's Office if you have knowledge of or information regarding:
  - ▶ A drug sale
  - ▶ Drug possession
  - ▶ Drug use

## PRINCIPAL'S OFFICE

- ☐ Identify problem and evaluate situation.
  - ▶ Assess credibility of information received.
- ☐ Assess character, history, and school record of suspect(s).
- ☐ Determine if reasonable suspicion exists to search.
- ☐ Determine if it is advisable to search school property by school personnel.
  - ▶ Any search of personal property must comply with State of Michigan law.
- ☐ If drugs are found:
  - ▶ **Call 911 or Local Police to report incident.**
- ☐ Assist the police in locating and identifying possible suspect(s).
  - ▶ Any evidence should be turned over to the police.

**Continued  
on Page 22**

# **DRUG POSSESSION OR SALE**

**CONTINUED**

## **PRINCIPAL'S OFFICE**

- ☐ Secure emergency information from student enrollment cards for suspect(s) and/or witnesses.
- ☐ Notifications necessary:
  - ▶ Superintendent's Office
  - ▶ PARENT(S) and/or GUARDIANS
  - ▶ STAFF

**NOTE:**  
**IF STUDENT IS UNDER THE INFLUENCE  
OF AN ILLEGAL DRUG  
REFER TO:  
ILLEGAL DRUG USE OR OVERDOSE  
Page 20**



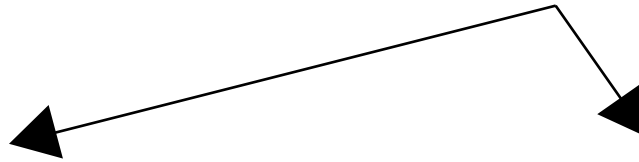
# VANDALISM or DESTRUCTION OF PROPERTY

## STAFF

- ☐ Notify Principal's Office, as soon as possible.

## PRINCIPAL'S OFFICE

- ☐ Identify problem.
  - ▶ Evaluate nature and extent of damage.



### ***LESS SIGNIFICANT INCIDENT:***

- ▶ Minor Damage.
- ▶ A call to police may not be necessary.
- ▶ Problem may be addressed by applying school district policy.
- ▶ Document damage in written form and/or with photographs.



### ***SIGNIFICANT INCIDENT MANDATORY REPORTING:***

- ▶ Damage in excess of \$100.
- ▶ Numerous events of minor damage.
- ▶ Damage motivated by hate or is gang related.
- ☐ **Call 911 or Local Police to report incident.**
- ☐ Photograph damage and document in written form.
- ☐ Assist police in locating and identifying possible suspect(s) and/or witnesses.
- ☐ Notifications necessary:
  - ▶ Superintendent's Office
  - ▶ Custodian(s)
  - ▶ STAFF

# MINOR IN POSSESSION OF ALCOHOLIC LIQUOR OR TOBACCO PRODUCTS

## *ALCOHOLIC LIQUOR:*

Alcoholic Liquor includes any beverage containing .05% or more of alcohol by volume. It cannot be possessed by anyone under the age of 21.

Beverages with an alcohol content less than .05% by volume, such as non-alcohol beer, cannot be possessed by anyone under the age of 18. (MCL 750.28.)

## *TOBACCO PRODUCTS:*

It is a misdemeanor for anyone under the age of 18 to possess tobacco products.

Tobacco products include: cigarettes, cigars, chewing tobacco, tobacco snuff, pipe tobacco, or tobacco in any other form.

## STAFF

- ☐ Notify Principal's Office if you have knowledge of or information regarding:

- ▶ Alcohol consumption
- ▶ Alcohol possession
- ▶ Tobacco use
- ▶ Tobacco possession

***ON SCHOOL PROPERTY***

## PRINCIPAL'S OFFICE

- ☐ Identify problem and bring student to the Office.
- ☐ Inform student what is suspected.
  - ▶ Two adults should be present.
  - ▶ If alcohol or tobacco product is found or usage has been witnessed, notify parent(s) and/or guardian(s).
- ☐ **Contact Police.**
  - ▶ Any search must comply with State of Michigan law.
- ☐ Notifications necessary:
  - ▶ Superintendent's Office
  - ▶ Staff

# BUS INCIDENT

**NOTE:**  
**IN THE EVENT OF A DANGEROUS INCIDENT DURING**  
**SCHOOL TRANSPORTATION**  
**SAFETY OF THE STUDENTS AND STAFF ARE THE MOST IMPORTANT FACTOR**

**(Examples: Armed Subject/Hostage, Assault, Bomb Threat, Larceny,**  
**Drug Possession, Vandalism, Weapons, etc.)**

**FOLLOW SCHOOL DISTRICT POLICY AND REFER TO ANY OF THE**  
**PREVIOUSLY MENTIONED SCHOOL SAFETY RESPONSES FOR DIRECTION.**

**CALLS TO THE BUS GARAGE, 911, AND/OR THE PRINCIPAL**  
**SHOULD OCCUR IN EVERY EMERGENCY SITUATION.**

## BUS ACCIDENT

### DRIVER

- |  |   |
|--|---|
| <input type="checkbox"/> Check for injuries.                                   | <input type="checkbox"/> Keep all students on the bus unless it is unsafe to do so. |
| <input type="checkbox"/> Call Bus Garage —<br>Keep line of communication open. | <input type="checkbox"/> If a threat of fire move everyone to a safe location.      |
| <input type="checkbox"/> Request 911 or Local Police to report accident.       | <input type="checkbox"/> Administer first aid if necessary.                         |
| <input type="checkbox"/> Request EMS if there are any suspected injuries.      | <input type="checkbox"/> Account for all students.                                  |
| <input type="checkbox"/> Secure vehicle and display warning signs.             | <input type="checkbox"/> Record extent of injuries.                                 |
|  | <input type="checkbox"/> Complete necessary Incident(s) Report(s).                  |

# BUS ACCIDENT

## CONTINUED

### BUS GARAGE

- ☐ If emergency call is received, record all accident information.
  - ▶ Keep open communication with driver.
- ☐ **Call 911 or Local Police,** if not done already by driver.
- ☐ Notifications necessary:
  - ▶ Superintendent's Office

### PRINCIPAL'S OFFICE

- ☐ Contact appropriate administrators.
- ☐ Collect health information from student enrollment cards.
- ☐ Contact parent(s) and/or guardian(s) and inform them of the following:
  - ▶ List of injured (once available)
  - ▶ Medical facility injured transported to

### SUPERINTENDENT'S OFFICE

- ☐ Notify all principals of the accident.
  - ▶ Provide updates when available.
- ☐ Obtain list of student's names on the bus.
  - ▶ Using bus route files.
- ☐ Obtain a list of injured students, as soon as possible.
- ☐ Provide for a second bus and driver to assist with remaining students at the scene.

## **SUGGESTED PREVENTION/INTERVENTION MEASURE**

*As we begin a new school year take time to review your school needs in regard to promoting and preserving a safe environment. Safe schools do not happen automatically, they require collaboration and support from students, parents, faculty, and the community. Attention to careful planning and proper training is the key to continuous safety.*

### ***SCHOOL SECURITY:***

Without the knowledge of each school's specific needs it is difficult to make specific recommendations. It is suggested that school facilities conduct security surveys to evaluate the extent of exterior and interior security. The following are general recommendations that could apply to most school situations. Because many school facilities already have existing policies, this is in no way intended to circumvent standing procedure.

#### **❑ LIMITING SCHOOL ACCESS**

We recommend that all but the main entrances into your school facility be limited to "Exit Only", with reentry only via the main entrance. Efforts should be made to minimize the number of entrance and exit points used daily by outsiders and unauthorized students. Students should not be allowed entry into school prior to staff. Staff should be visible at the main entry before school, during class change, and at the end of the day. Delivery entrances used by vendors should be checked regularly.

#### **❑ VISITOR'S PASSES**

All visitors should be required to check in at the front office prior to visiting classroom areas, state their specific business, and visibly display a "Visitor pass". All school faculty should be advised to greet visitors or any unidentified person and direct them to the office to ensure legitimate business at the school.

### ***PLANNING AHEAD:***

It is extremely important that school administration and faculty make advance plans for crisis situations. It is important to include the following activities in setting up your plan.

#### **❑ EMERGENCY ALARM SYSTEM/WARNING CODES**

Devise a set of alarm/warning codes that would be used to alert faculty in the event of a critical incident. Examples may include using color codes to alert (red, yellow, and green) or the name of the school mascot. These codes could signal a lockdown, evacuation, to wait indoors, or a universal "all clear" signal.

#### **❑ EVACUATION ROUTES**

There are several reasons why evacuation would be considered appropriate at a school. In addition to the standard evacuation plan, consider developing a second tactical evacuation route, designed with assistance from state or local emergency support teams.

## ☐ **OFF SITE STAGING AREAS**

Administration should have a designated staging area in the school, to assemble during the onset of a critical incident.

An area away from the scene should be used for dissemination of information and/or media response.

Parents and/or Guardians should have a secondary building or meeting area, away from the media, to gain information and or pick-up their child. Consideration should be given to a method of transportation of students from school to final staging area.

In crisis situations, school administration should establish a debriefing procedure to disseminate timely and accurate information.

## ☐ **BUILDING PLANS, BLUEPRINTS, AND SITE PLANS: (on and off site)**

Building site maps and floor plans should be on file with local or state police. Floor plans should include the location of doors, windows, and telephones within the building. Local fire and police officials can assist with determining shelter areas, by considering factors such as distance, temperature, and cover.

## ☐ **EMERGENCY COMMUNICATIONS**

In an emergency situation, critical information to faculty and students is a must. The use of two-way radios (unless during a bomb threat), megaphones, runners, tones, codes, intercom systems, etc. are important tools for school administrators to utilize.

The principal is responsible for the overall direction of the disaster procedure and communication at the school facility.

## ☐ **EMERGENCY TELEPHONE NUMBERS**

The following is a list of recommended telephone numbers:

- ▶ Local Police Department (911, State Police, City Police, Sheriff Department)
- ▶ Local Fire Department
- ▶ County Emergency Management Coordinator
- ▶ Superintendent
- ▶ All School Buildings within the District
- ▶ Transportation/Bus Garage
- ▶ Crisis Response Team
- ▶ Maintenance Staff
- ▶ Local Hospital
- ▶ Local Utility Service Providers
- ▶ Poison Control Center
- ▶ FIA – Protective Services
- ▶ Health Department
- ▶ Media (w/contact person)